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December 13, 2005

Dear Advisory Committee Members (see enclosure 1):

RE: Electronic Recording Delivery System (ERDS) Handbooks for
System Certification, Computer Security Auditor and Vendor of Software

The Department of Justice's Electronic Recording Delivery System (ERDS) Program was established within the Attorney General's Office to implement and identify the requirements of Electronic Recording Delivery Act of 2004. To facilitate this, we've looked to you as members of our Advisory Committee to provide input and guidance in your areas of expertise.

Our first step in implementing regulations was to first develop the program procedures and requirements. To accomplish this, we have developed four documents. The following handbooks are a guide outlining the requirements for specific participation in ERDS:

1. System Certification Handbook (enclosure 2)
2. Computer Security Auditor Approval Handbook (enclosure 3)
3. Vendor of Software Certification Handbook (enclosure 4)
4. Baseline Requirements and Technological Standards (enclosure 5)

Please share these draft documents with the associations that you represent and **forward any suggestions, recommendations, and/or concerns to me in writing by January 9, 2006. Please mail your responses to me, Terri Newby, Chief, Operations Support Bureau, 4949 Broadway, Room D214, Sacramento, CA.** Each of the comments will be consolidated and presented back to you with our recommendations at our next Advisory Committee Meeting, tentatively scheduled for February 1, 2006.

Because of the relevance of this program statewide, by copy of this letter, I am forwarding these draft documents to all 58 County Recorder's Offices. **I ask each County Recorder to submit any comments they may have to an Advisory Committee representative (see enclosure 1) of their choice.** This will allow their thoughts to be considered as part of your review and response.

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We are also seeking input from a representative group of Computer Security Auditors and Vendors of Software and will include their comments in the consolidated package presented to you on February 1, 2006.

Upon final acceptance of these four documents, the next step will be to write the regulations which essentially will mirror these procedures and requirements.

If you have any questions, please contact the ERDS Program at (916) 227-8907.

Sincerely,

A handwritten signature in black ink, appearing to read "T. Newby", with a stylized flourish at the end.

TERRI NEWBY, Chief
Electronic Recording Delivery System Program
CJIS Operation Support Bureau

For BILL LOCKYER
Attorney General

Enclosures

cc: County Recorders
Computer Security Auditors
Vendors of Software

Electronic Recording Delivery System

Advisory Committee Member Listing

Name	Address	City, State	Zip Code	Representation
Ned Allison	1983 Edgewater Road	Sacramento, CA	95818	Information Systems Security Association - Sacramento Chapter
Peggy Beckstrand Deputy District Attorney	201 North Figueroa Street, Suite 1600	Los Angeles, CA	90012	Los Angeles County District Attorney's Office
Matt Bishop Professor	One Shields Avenue	Davis, CA	95616	University of California Davis
Tom Daly Clerk-Recorder	12 Civic Center Plaza, Room 1	Santa Ana, CA	92701	Orange County Clerk-Recorder
William C Denny Deputy District Attorney	7677 Oak Port Street, Suite 650	Oakland, CA	94621	Alameda County District Attorney's Office
Dero Forslund President	P.O. Drawer 1258	Weaverville, CA	96093	County Recorders Association of California
Kevin Gould Lobbyist	1303 J Street, Suite 650	Sacramento, CA	95814	California Bankers Association
Richard Hansberger eNotarization Director	9350 De Soto Avenue	Chatsworth, CA	91313	National Notary Association
Jim McCauley Recorder	2952 Richardson Drive	Auburn, CA	95603	Placer County Recorders Office
Craig C. Page Lobbyist	1110 K Street, Suite 100	Sacramento, CA	95814	California Land Title Association
James R. Provenza Special Assistant	1100 K Street, Suite 404	Sacramento, CA	95814	Los Angeles County District Attorney
Jon Ross Lobbyist	1115 11th Street	Sacramento, CA	95814	California Mortgage Bankers Association
James R. Secord Deputy District Attorney	412 West Hospitality Lane, Suite 301	San Bernardino, CA	92415	San Bernardino County District Attorney's Office
Stephen Weir Recorder	P.O. BOX 271	Martinez, CA	94553	Contra Costa County Recorders Office
Stan Wieg Lobbyist	980 9th Street, Suite 1430	Sacramento, CA	95814	CA Association of Realtors